

Test Supervisor

Checklist of Dates for MME Testing Spring 2009

MI

- ☐ Week of August 25, 2008

Test Center Renewal and Establishment packets mailed to high school principals and informational copies mailed to District Coordinators (DCs); Spring 2009 MME Workshop Registration information included
- ☐ September 8, 2008

Spring 2009 MME Training Workshop Online Registration begins
- ☐ September 10, 2008

MME Webcast - Spring 2009 Preparation
- ☐ September 11, 2008

MME Webcast - TAC Briefing
- ☐ September 11, 2008

MDE posts School Schedule and Site Options, Proposal for Off-Site Administration, Practice Test - Special Formats Order Form on the MME website at www.michigan.gov/mme
- ☐ **September 19, 2008**

Receipt Deadline: Renewal & Establishment packet materials due back at ACT from Principals, Test Supervisors (TS), Back-up Test Supervisors (BU), and Test Accommodations Coordinators (TAC)
- ☐ **September 29, 2008**

Receipt Deadline: Spring 2009 MME Online Workshop Registration closes
- ☐ October 27 - 31, 2008

All MME Test Supervisors, Back-up Test Supervisors, and Test Accommodation Coordinators who **have not** previously attended training are required to attend a half day regional training session. **Please note that even if all staff from your school have previously attended the training workshop we strongly recommend that the Test Supervisor or Back-up from your school attend one of the training workshops this October due to the changes to the Spring 2009 MME.**
- ☐ December 1, 2008 - January 13, 2009

Order test materials for all students using the OEAA Secure Site.
- ☐ **December 12, 2008**

Receipt Deadline for Proposal for Off-Site Administration Request for Day 1, Day 2 or Day 3 due to ACT
- ☐ Week of February 2, 2009

Day 1 and Day 2 Non Secure materials shipped to schools from ACT
- ☐ Week of February 2, 2009

Day 3 Non Secure materials shipped to schools from Measurement, Inc.
- ☐ February, 2009

Test Supervisor and Back-Up Test Supervisor train Room Supervisors and Proctors
- ☐ Late February, 2009

Schools on Mid-Winter Break during the first week of March will receive Secure Materials; plan to arrive when school is open
- ☐ Mid to Late February, 2009

Test Supervisors plan **pre-test session** for students, MUST be completed **before** test day
- ☐ February 10, 2009 - March 1, 2009

Window for placing additional orders

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- ☐ Week of March 2, 2009 Secure materials shipped to schools

- ☐ March 9, 2009 Teachers remind students to bring acceptable ID, pencils, and calculators on test day; permitted calculators must meet ACT requirements. Test Supervisor and Back-Up Test Supervisor count out and record test booklet numbers for each room; return to locked storage overnight.

- ☐ **March 10, 2009** **Day 1 Test Date:** ACT Plus Writing - **No Lunch Breaks**
- ☐ **March 11, 2009** **Day 2 Test Date:** WorkKeys - **No Lunch Breaks**
- ☐ **March 12, 2009** **Day 3 Test Date:** Michigan Mathematics, Science, and Social Studies - **No Lunch Breaks**

- ☐ March 10 - 11, 2009 Order Makeup materials for Day 1 using OEAA Secure Site
- ☐ March 11 - 12, 2009 Order Makeup materials for Day 2 using OEAA Secure Site
- ☐ March 12 - 13, 2009 Order Makeup materials for Day 3 using OEAA Secure Site
- ☐ March 12, 2009 Fed Ex picks up Initial Day 1 and Day 2 test materials for return to ACT in Iowa City, IA

- ☐ March 13, 2009 Fed Ex picks up Initial Day 3 test materials for return to Measurement, Inc. in Durham, NC

- ☐ March 19, 2009 Schools testing on the Makeup should receive test materials. Test Supervisors may need to schedule a pre-test session for any students who have not pre-gridded. Unused answer folders from the Initial Test Day may be used for the Makeup

- ☐ **March 24, 2009** **Makeup Test Date:** Day 1 - ACT Plus Writing - **No Lunch Breaks**
- ☐ **March 25, 2009** **Makeup Test Date:** Day 2 - WorkKeys - **No Lunch Breaks**
- ☐ **March 26, 2009** **Makeup Test Date:** Day 3 - Michigan Mathematics, Science, and Social Studies - **No Lunch Breaks**
- ☐ March 26, 2009 Fed Ex picks up Day 1 and Day 2 Makeup and Accommodated materials for return to ACT in Iowa City, IA
- ☐ March 27, 2009 Fed Ex picks up Day 3 Makeup and accommodated materials for return to Measurement, Inc. in Durham, NC